

SECTION 4

4.05 ACQUIRING AN EASEMENT FROM DENVER WATER:

When a utility company, municipality or other entity desires to obtain the permanent right to use or cross Denver Water property, the following procedures must be followed.

- A. Procedure: A letter requesting that Denver Water grant an easement shall be submitted to Denver Water's Property Management Section. The letter shall contain the name of the entity to whom the easement will be granted and include the following enclosures:

1. An AutoCAD drawing file using the layers, line types, colors, templates and pen sizes as defined on Denver Water's AutoCAD disk, is available from Denver Water. Drawings submitted on an AutoCAD disk must be made in model space, not paper space or the following may be submitted, but is not preferable.

An original hand drawn reproducible inked linen or erasable mylar drawing conforming to the following specifications. Drawings which do not comply with the following specifications, those shown on the specimen sheets, and/or that are folded, stapled or damaged are not acceptable. See 4.06, Specimens B, C, and F.

- a. Size: Overall 8-1/2 x 11 inches, with 1/4 inch borders on all sides.
- b. Border lines shall be equivalent in size to those shown on 4.06, Specimen B.
- c. Title Block: Dimensions and lettering as shown on 4.06, Specimen B. Complete only those portions of the title block, which are not shaded.
- d. Lettering: Leroy Machine Lettering or equivalent (template and pen sizes are shown on the specimens).

- e. **Scale:** The drawing must be at an appropriate recognized engineering scale. The scale used must be large enough so that all dimensions are clearly shown. Whenever possible, the entire easement should be on one sheet. Break lines, except in the land corner ties, are not acceptable.
- f. **Tie:** All parcels must have a direct tie, or one with a maximum of two courses, to the nearest available recognized land corner (i.e., section corner, quarter section corner, range point). If the easement is located within a plotted subdivision, a tie must be made to a lot corner, tract corner, or subdivision corner of that subdivision.

Basis of bearings must be established using NAD83 State Plane Coordinates, with the State Plane Coordinate information clearly identified on the AutoCAD drawing.

- g. All distances shown on the drawing shall be to the nearest hundredth of a foot.
 - h. A description of the monuments set at the ends of the line, which is the basis of the bearing, must be supplied in the drawing or the bearing note.
2. Two copies of the overall construction plans, which accurately show the following:
- a. Any existing roadway and bridge.
 - b. The proposed facilities (i.e., roadway and/or bridge or utility).
 - c. The proposed construction area.
 - d. Any proposed temporary easement area.
 - e. Existing and proposed fencing.
 - f. All Denver Water facilities in the area.
- B. **Valuation:** A Denver Water staff appraiser will appraise the requested easement. The minimum cost for the granting of a permanent easement is established by Denver Water's Property Management Section.
- C. **Document Preparation:** Denver Water will prepare the necessary documents and forward them to the grantee for signature.
- D. **Construction:** No construction will be authorized to commence until a final easement is granted.